

STATINTL

10 June 1968



STATINTL

The attached progress report from Ken [redacted] covering the month of May 1968 contains in paragraph 5 a new wrinkle.

STATINTL

I followed up with [redacted] on this particular point and he has furnished us with his memo of 7 June, along with samples of the letters written for certain personnel. Apparently you are aware of this new procedure. I assume that the various component heads are also aware of these letters from the Director of Personnel, and that they are coordinated with them.

STATINTL

In a case involving an individual such as [redacted] he has received a letter from the Director, a letter from the DD/S, and one from the Director of Personnel. Possibly we are overdoing this letter business.

For your information.

I was not aware of the question who should be done only when the employee requests a routine issuance raises questions in any way

Please Rose this should

[redacted]

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Approved For Release 2003/04/29 : CIA-RDP84-00780R002400050010-

3-2 June

Re: Para 5 --

STATINTL

[] will send me some sample letters --
a personalized letter - not letter of recommendation --
from Director of Personnel to some (not all--check made
with [] shop to weed out unsuitable cases) of
people retiring; attesting to good job they've done. Ken
says many people request letters "To Whom It May
Concern" to serve as letter of recommendation; these
letters tend to reduce heat for "TWIMC" letters.

STATINTL

RBW 6-6-68

ROUTING AND RECORD SHEET

25X1

SUBJECT: (Optional)

D D 4 3 2 5 0 1 2
 5 5 2 2 *Personnel*

FROM:
 Chief, Retirement Counseling and Place-
 ment Staff, 212 Magazine Building

EXTENSION

NO.

DATE

5 June 1968

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

25X1

1. Director of Personnel

5 JUN 1968

NOTE MY UNDERLINING -
 / THINK THIS IS VERY
 IMPORTANT - PHW

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3. Deputy Director for Support

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CONFIDENTIAL

DD/S68-2863

Approved For Release 2003/04/29 : CIA-RDP84-00780R002400050010-2

5 June 1968

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel

SUBJECT : Retirement Counseling and Placement Staff
Progress Highlights During May 1968

1. The "CIA Disability and Retirement System - Questions and Answers" booklet has been under detailed review by RCPS officers and the DD/OP/SP during final coordination conferences with OGC and OLC during May. The Office of Security has approved the booklet and cleared it for publication as an unclassified publication. Three questions which posed serious policy considerations are being reviewed with the Civil Service Commission and until agreement has been reached they are being eliminated from this CIAR pamphlet.

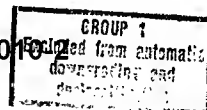
2. There was an anticipated drop off of consultation requirements for 1968 retirees following the peak in April including the cost-of-living types. The drop in the overall effort of the Retirement Counseling Branch, failed to materialize due to the pick up in scheduled, five year consultations with 1973 retirees. There was a rise from 47 to 54 formal consultations.

3. RCPS recast in May, the earlier "Retirement with Re-employment Rights" paper as an incentive for early retirement, and the "CIA Active Reserve" plan for maintaining and controlling limited participation of designated retirees for three years after leaving the Agency. Both papers are now under consideration and it is hoped that recommended action to adjust or activate these programs will be received in the near future.

4. A new activity has been launched of contacting retirees to solicit information on their status of employment, suggestions and possible needs, as of six months after leaving. The response is both gratifying and interesting, although fragmentary since only two weeks have elapsed after initiating the correspondence plan. Half of the retirees (Sept., Oct., and Nov.) have already responded: none requested further employment assistance; one fourth are employed and each of these indicated satisfaction or happiness with the new work; one third raised questions to which responses are being made; a few made helpful suggestions.

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5. A plan has been inaugurated for sending a personal memorandum from the Director of Personnel to employees one to two months prior to leaving. These memoranda will neither be a commendation nor a recommendation for the employee but will detail some of the skills, techniques and special abilities which the individual has effectively applied in carrying on his work in the Agency. The memorandum will recognize this contribution and wish him God-speed.

6. Statistical summary of RCPS action for the month of May:

Retirement Counseling Branch

Retiree Consultations:

Full counseling interviews 54

Counseling discussions 107

Retiree Dossiers indexed and coded for

Post-retirement employment interests 6 (81 total)

Meetings with Management 38

Research and information requests 34

Briefings and Ret. Info. Exchanges:

Agency 4

External 16

Publications and Special Papers:

Items 17

Man-Days 36

External Employment Assistance Branch

Retirees - New Cases (resume assistance plus) 7

Follow-up assistance 14

External Employment:

Job Leads Provided 18

Employment confirmed in May 3

Resignees - New Cases 31

Desired Resume assistance only 3

Follow-up assistance 62

External Employment:

Job Leads Provided 31

Employment confirmed in May 5

New External Job Sources opened 2


Written inquiries concerning external

applications received and answered 17

Personnel files reviewed for outside inves-

tigators on employee external applications 28

25X1


Chief, Retirement Counseling and Placement Staff

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Retirement Counseling and Placement Staff, 212 Magazine Building

EXTENSION

NO.

DATE

7 June 1968

25X1

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Deputy Director for Support

2. Attention: [Redacted]
7D-02 Headquarters

3. 25X1

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DD/S 6-8-2903

7 June 1968

MEMORANDUM FOR: Deputy Director for Support

25X1

ATTENTION :

[Redacted]

SUBJECT : RCPS Progress Highlights During May 1968

1. You have requested further information concerning the letters now being prepared by the Retirement Counseling and Placement Staff in behalf of the Director of Personnel, which were mentioned in paragraph five of subject report. The basic purpose of these letters is to provide appropriate explanation to employees leaving the Agency with specific reference to their academic backgrounds, unique skills and demonstrated capabilities in the service of the Agency.

2. It is anticipated that such letters will eliminate the predominate number of Agency employee requests for recommendations which this office has been receiving in the past. This effort certainly will reduce the numbers of written and investigator requests of which 45 were received in May requiring written responses. Also, on the initiative of the Director of Personnel, there is an added salutary effect in having the employee receive such a letter which notes that the abilities which he has brought to his job have been specifically recognized and appreciated.

3. In addition to the above purpose and logic, the Deputy Director for Support has requested that this office prepare such letters in the recent past for some of our Career Trainee officers, who for one reason or another have had to make an early departure from the Agency. These particular letters, of which there have been three recently, have been developed by this staff in collaboration with Mr. [Redacted] SSA/DDS.

25X1

4. Copies of five of these letters, all of which are somewhat different, are attached for the information of the DDS and yourself as further explanation of the type of letters of appreciation which we are now producing. As I indicated to you yesterday, lists of retirees are examined a couple of months in advance, are then checked with Mr. [Redacted] C/SAS, and those cleared are then drafted for Mr. Wattles' signature.

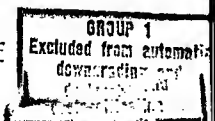
25X1

[Redacted]

25X1

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CONFIDENTIAL



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

Date

STATINTL

[]
It has come to my attention that you will be leaving this Agency in the very near future. This occasion has given me the opportunity to review your official record of service.

During the more than twenty years you have served with CIA, you have compiled an admirable record of conscientious and loyal service and made many contributions in the field of finance. This substantial experience should be of great benefit in choosing your work in the future.

You have expressed interest in the possibility of continuing employment and obviously are capable of effective productivity for many years to come.

For the services you have rendered, may I add my personal expression of appreciation to those of your supervisors and co-workers and extend my wish for every success in the future.

Sincerely,

Robert S. Wattles
Director of Personnel

STATINTL

Written to [] GS-9, Auditor, Office of Finance, leaving June 1968. Plans to work part-time, probably in auditing field, after retirement.

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

Date

STATINTL [REDACTED]

It has come to my attention that you anticipate leaving this Agency in the very near future. This occasion has given me the opportunity to review your official record of service.

During the almost eighteen years you have served with CIA your supervisors have commented most favorably upon your capabilities to produce effectively. Your dependability, your initiative when the occasion demanded, and the fact that you did not require strong and continuous supervision have all facilitated smooth operation of the units to which you have been assigned.

You have expressed interest in the possibility of continuing employment and obviously are capable of many years of productive work.

For the services you have rendered, may I add my personal expression of appreciation to those of your supervisors and co-workers and extend my wish for every success in the future.

Sincerely,

Robert S. Wattles
Director of Personnel

STATINTL

Written to [REDACTED] GS-8, Secretary/Admin Asst, TSD, who has elected to leave under early retirement as soon as can locate a position outside.

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

Date

STATINTL

It has come to my attention that you anticipate leaving this Agency in the very near future. This occasion has given me the opportunity to review your official record of service.

During the almost twenty years you have served with CIA, your professional performance has been outstanding. Your excellent academic background and your skill in the fields of management and training should be of great benefit in your "second career".

You have expressed interest in the possibility of continuing employment and obviously are capable of imaginative productivity for many years to come.

For the services you have rendered, may I add my personal expression of appreciation to those of your supervisors and co-workers and extend my wish for every success in the future.

Sincerely,

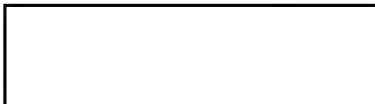
Robert S. Wattles
Director of Personnel

STATINTL

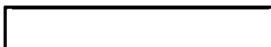
Written to GS-15, Training Officer, OTR. Leaving April 1968. Plans to teach Art History, has made contacts with local schools.

2 MAY 1968

STATINTL



STATINTL



I note with some regret that you will be leaving this Agency in the very near future. This occasion gives me the opportunity to inform you that your supervisors have appreciated the services you have rendered and have commented most favorably upon your capabilities to produce effectively under trying circumstances. You approached your responsibilities in a broad-gauged fashion, with considerable focus upon the managerial aspects.

It has been stated that you developed close and favorable working relationships with all customers which resulted in mutual economies. Your response to requirements has been both effective and immediate.

I wish you every success in the future.

Sincerely,




Robert S. Wattles
Director of Personnel

ILLEGI

Distribution:

- Orig - Addressee
- 1 - Subj's File
- 1 - D/Pers Chrono
- 2 - RCPS

STATINTL

OP/RCPS  11r (2 May 68)

8 MAR 1968

STATINTL

I note with some regret that you will be leaving this Agency in the very near future. This occasion gives me the opportunity to inform you that your supervisors have appreciated the services that you have rendered and have commented most favorably upon your capabilities to produce effectively under trying circumstances.

Your education before coming to this Agency as well as the training which you have taken while in service in analysis, reporting, and personnel management have stood you in good stead. It is noted that you have applied the techniques you have acquired to the work to which you have been assigned.

It is hoped that your personal family situation, which has caused you of necessity to leave at this time, is soon rectified.

I wish you every success in the future.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

Distribution:

Orig - Addressee
1 - SSA-DDS
1 - D/Pers
1 - OPF
1 - OP/SAS
1 - RCP Chrono
X - RCP Subject

OP/RCP [] clj (7 Mar 68)

OD/Pers/hc: retyped to add commas (8 Mar 68)

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